I attest that **Insert Name** spends **40%** of their time on **tourism-related work (cash-match)**, which includes:

* Organization, tracking, and planning of tourism marketing.
* ITC budget project management and oversight.
* Developing/fostering tourism and ITC partnerships.
* Implementing ITC and tourism-related projects.
* Tourism-related content creation design and placement.

**15%** for their time on **ITC grant administration**, which includes:

* Writing and submitting ITC quarterly narrative reports.
* Tracking, paying, or allocating costs that will be reimbursed by the grant.
* Invoicing other entities for co-operative advertising.
* Submitting advertisement approvals and resolving any administrative issues so that approval can be obtained.
* Participation in program audits, grant administration related meetings with staff, ITC Grant staff, ITC board, phone calls and correspondence.

**45%** for their time on **organization** **tasks/responsibilities that are not eligible for reimbursement/match.**

* ITC Grant application planning, writing, submitting, and presentation.
* Executive Director tasks/responsibilities.
* Administrative/Management tasks/responsibilities for the organization.
* Any other tasks/responsibilities that are not tourism-marketing related.

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CEO/ED/President Printed Name

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Signature and Date